

**IDAHO BOARD OF MORTICIANS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/15/2013**

**BOARD MEMBERS PRESENT:** David L. Hutton - Chair  
James H. Opdahl  
F. Duayne Sims

**BUREAU STAFF:** Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Eric Nelson, Naylor and Hales  
Erin Anderson, Technical Records Specialist I

**OTHERS PRESENT:** Susan Randall, Funeral Consumers Alliance of Idaho  
Sherri Randall, Funeral Consumers Alliance of Idaho  
Terry L. Moffett

The meeting was called to order at 9:10 AM MST by David L. Hutton.

**APPROVAL OF MINUTES**

Mr. Sims made a motion to approve the minutes of 10/16/12 and 11/1/12. It was seconded by Mr. Opdahl. Motion carried.

**LEGISLATIVE REPORT**

Ms. Hall gave the legislative report.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which is linked above. The report indicated that the Board has a cash balance of \$22,588.66 as of 12/31/2012. She informed the Board that GL Suites was awarded the contract and the monthly maintenance fee will be higher than the current fee, but there will be no one-time up front cost. There was also discussion about the Board's decreasing cash balance. This will be monitored to see if fee increases will be needed in the future.

**MEMORANDUM**

Mr. Nelson presented the following memorandum for Board determination:

MOR-2013-1 the Board agreed with the recommendations.

MOR-2013-2 Mr. Sims made a motion to close this case with a warning letter. The motion was seconded by Mr. Opdahl. Motion carried.

MOR-2013-3 and MOR-2013-4 the Board instructed Mr. Nelson that a \$500.00 fine should be imposed to each site plus costs and fees.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Mr. Sims moved to approve the Bureau's recommendation and authorize closure in case I-MOR-2011-3. It was seconded by Mr. Opdahl. Motion carried.

Mr. Opdahl moved to approve the Bureau's recommendation and authorize closure in case I-MOR-2013-5. It was seconded by Mr. Sims. Motion carried.

Ms. Peel said the Board may need to set a conference call to consider the record in a pending case. The Board agreed to set a tentative conference call for February 22, 2013.

### **OLD BUSINESS**

Mr. Ellsworth gave an update on a Tort claim naming the Bureau and a Board member. A letter received from the Department of Administration, Division of Insurance and Internal Support, Risk Management Program informed the Board that the claim has been denied by their office.

### **QUARTERLY REPORTS**

Ms. Anderson reported on the Mortician Resident Trainee and Funeral Director Trainee permits.

### **NEW BUSINESS**

The Board and Bureau discussed attendance to the annual The Conference. Members of the Board determined that they would not attend this year. Ms. Anderson will not be attending either.

The Board discussed the possibility of adding an insert at the time of renewal to remind licensees of their responsibility and the requirement to obtain continuing education annually. The Board determined that the current verbiage on the renewal forms sent to licensees is adequate.

## **CORRESPONDENCE**

Ms. Elachko of the Pittsburgh Institute of Mortuary Science submitted an e-mail asking if the diploma and associate programs PIMS offers would be acceptable to the Board for Idaho applicants in the process of licensure. The Board agreed that PIMS's programs were satisfactory for Idaho requirements.

The Board reviewed correspondence from The Conference regarding if a Funeral Director's professional responsibilities were terminated upon the issuance of a burial permit and for any information on issuing a burial permit to a third party. The Board noted that it did not have authority over this and Ms. Anderson was asked to respond to The Conference directing The Conference to Health and Welfare.

## **EXECUTIVE SESSION**

A motion was made by Mr. Sims that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Opdahl. The vote was: Mr. Hutton, aye; Mr. Sims, aye; and Mr. Opdahl, aye. Motion carried.

It was moved by Mr. Opdahl to come out of executive session. It was seconded by Mr. Sims. The vote was: Mr. Hutton, aye; Mr. Sims, aye; and Mr. Opdahl, aye. Motion carried.

## **APPLICATIONS**

It was moved by Mr. Opdahl to approve the following applicant by reciprocity to take the Idaho Jurisprudence exam for licensure:

MORA-1315 Mia Cummings

It was seconded by Mr. Sims. Motion carried.

It was moved by Mr. Opdahl to approve the following permit holder to take the Idaho Jurisprudence exam for licensure:

MORA 1318 Lori Wilkey

It was seconded by Mr. Sims. Motion carried.

It was moved by Mr. Opdahl to approve the following permit holder to take the Idaho Jurisprudence exam for licensure once certified proof of The Conference Arts section is received:

#901113335

It was seconded by Mr. Sims. Motion carried.

It was moved by Mr. Opdahl to approve the following permit holder to take the Idaho Jurisprudence exam for licensure:

MORA 1290 Nickie Campbell

It was seconded by Mr. Sims. Motion carried.

It was moved by Mr. Opdahl to approve the following issued permit holders:

MRT 1307	Justin Brackett
MRT 1296	Mark Calovich
MRT 1303	Luke Hohenstreet
MRT 1314	David Roose
MRT 1304	Roman Seipert
MRT 1302	Joshua Stoddard
MRT 1297	Justin Welker
FDT 1293	Richard Lassiter

It was seconded by Mr. Sims. Motion carried.

The Board agreed to send letters of intent to the following permit holders:

MRT 1199  
MRT 1240  
MRT 1232  
MRT 1162  
FDT 1156

## **CE RENEWAL REINSTATEMENTS**

The Board reviewed and approved CE submitted for reinstatement of expired licensees.

## **CE COURSES**

It was moved by Mr. Opdahl to approve the following continuing education provider application:

FuneralCE Insuring Funeral Homes

It was seconded by Mr. Sims. Motion carried.

## **OTHER**

The Board set the next face-to-face meeting for 7/16/2013 at 9 AM.

The Board discussed the request from the Idaho Funeral Service Association to the Board members to speak at the IFSA district meeting. Some members and Ms. Anderson stated they would be attending.

**NEXT MEETING** was scheduled for 2/22/2013 at 9 AM.

## **ADJOURNMENT**

It was moved by Mr. Opdahl to adjourn the meeting at 12:50 PM. It was seconded by Mr. Sims. Motion carried.

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David L. Hutton, Chair

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James H. Opdahl

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F. Duayne Sims

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Tana Cory, Bureau Chief